

## **Job Title: Non-Profit Volunteer Bookkeeper for San Francisco Choral Artists (SFCA)**

A part-time, flexible, work-from-home position.

### **Summary**

SFCA bookkeeping work is performed using the Non-Profit Edition of Quickbooks, under remote oversight by the SFCA Treasurer and in coordination with the General Manager. Supervision is minimal. Flexible days and hours averaging 20 per month.

### **Duties and Responsibilities**

1. Apply judgment, initiative, and attention to detail in the preparation and verification of financial records;
2. On a weekly basis, conduct bookkeeping functions in Quickbooks using the established SFCA Chart of Accounts and Classes:
  - ★ Enter deposit information
    - credit card transactions from the bank statement
    - cash receipts from the General Manager;
  - ★ Input and match payable invoices;
  - ★ Generate vendor checks and internal invoices (authorized by Manager or Treasurer);
  - ★ Make regular Quickbooks backups;
3. Monthly:
  - ★ Reconcile bank accounts in Quickbooks;
  - ★ Verify/reconcile transaction integrity with the General Manager as needed;
4. Four times per year: run standard Quickbooks financial reports for the Board of Directors;
5. Annually:
  - ★ In quarter 1 of the fiscal year, set up annual budget and major payables in Quickbooks;
  - ★ After the close of the calendar year, generate 1099s tax forms for subcontractors;
  - ★ After the close of the fiscal year, support a CPA who will prepare Federal and State tax returns and filings.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty listed above satisfactorily. The position requires:

- ★ College degree and 3 months of related experience, or equivalent combination of education and experience;
- ★ Knowledge of basic accounting practices and terms, and some experience with Quickbooks;
- ★ Experience in a non-profit and/or performing arts environment is highly desirable;
- ★ Access to a reliable home office. Competence with Microsoft Excel, email and phone communications, and online banking and downloads;
- ★ Schedule flexibility to enable handling a variable workload over the course of a year;
- ★ Ability to work tactfully with vendors, customers, and associates.

**About SFCA:** San Francisco Choral Artists, a 24-voice chamber choir of the highest quality, fosters new American choral music and presents imaginative and emotionally engaging programming of diverse repertoire, with emphasis on works by living composers. SFCA has presented concerts in the San Francisco Bay Area since 1988, has no employees, and is a non-profit with an operating budget ranging up to \$105,000 annually. The fiscal year ends June 30.

**Contact:** Jennifer Nixon, SFCA Board President [Jennifer.nixon@sfca.org](mailto:Jennifer.nixon@sfca.org) 510-504-3595 cell